

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Book #: \_\_\_\_\_

**By signing below, both I and my parent/guardian agree that I will fulfill all obligations listed in this contract and recognize that a failure to do so will result in my removal from the Peer-Tutoring Program (PTP.)**

**Student Obligations:**

- Be on-time. Your tutor is giving up time in his/her day to help you, so it is imperative that you are not late. **EACH TIME COME SIGN IN IN RM 320 BEFORE YOU GO TO THE LIBRARY. AFTER 3:15PM, YOU WILL BE COUNTED AS “NO-SHOW”.**
- Attend all tutoring appointments. If you have to cancel an appointment due to any unforeseen reason, you are responsible for contacting your tutor **one day in advance**. If you are absent from school and cannot tell your tutor in person, you are responsible for emailing your tutor and Ms Zeng about the cancellation. **YOU WILL BE DROPPED OFF THE PROGRAM IF YOU HAVE TWO “NO-SHOW”S WITHOUT ADVANCE NOTICE.**
- Bring a textbook, notebook, and all necessary materials (calculator, writing utensil, notecards, etc.) to tutoring session.
- Bring your planner to tutoring (your tutor will be checking to see that you are using your planner properly for your classes—filling out due dates, writing assignments, etc.)
- Bring current work (classwork, homework, test corrections, etc.)
- Ask questions—Your tutor is not there to lecture. Your tutor is there to answers your specific questions on a particular assignment or concept. Plan ahead about what topics you need to work on at your tutoring session.
- Be eager and prepared to work. Your tutor has been specifically matched to help you personally, but he/she cannot help you unless you have a positive attitude and are ready to learn. Tutoring has to be a team effort.

NOTE: Your tutor is also signing a similar contract. If your tutor is not on-time or is canceling appointments without advance notice, please notify Ms. Zeng at [yzeng@philasd.org](mailto:yzeng@philasd.org) or in Room 320.

**Parent/Guardian Contact Information:**

Name	(print)	(signature)
Phone		
E-mail	(Please print clearly)	

Parent/Guardian, you will receive a notification email from Ms. Zeng ([yzeng@philasd.org](mailto:yzeng@philasd.org)) which will include the name of your child’s tutor with his/her email and the start date. The tutor will maintain a timesheet for his/her sessions with your child. If you have questions about your child’s attendance, you can email me ([yzeng@philasd.org](mailto:yzeng@philasd.org)). I will inform you if your child has the first no-show as the warning. **IF IT HAPPENS AGAIN, HE/SHE WILL BE DROPPED OFF THE PROGRAM.**

**Signatures:** Please sign and date below to indicate your agreement with the terms listed in the above contract.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS IS A TEAM EFFORT.**

We want you to succeed and we know you are capable of succeeding.

Student: \_\_\_\_\_ Student ID# \_\_\_\_\_ Book # \_\_\_\_\_

Looking at your records in the \_\_\_\_\_ quarter, it is evident that you are struggling in your \_\_\_\_\_ course. As such, you have been chosen to participate in our **Peer-Tutoring Program** sponsored by National Honor Society at HSES. You will be specifically matched with an upperclassman that will assist you in re-learning old material and in picking up new concepts as well.

Please fill out the form below and return it to Ms. Zeng in room 320 ASAP. Forms will be processed in the order that they are received, so the sooner you submit your form, the sooner Ms Zeng will be able to place you with a tutor.

**QUESTION 1:**

When would you like to attend tutoring?

(Place an X in a box to indicate a time that you want to be tutored.)

TIME	Monday	Tuesday	Wednesday	Thursday
After School (in Library) 3-4:00pm (Some tutors may be willing to stay later.)				

**QUESTION 2:** Subject teacher \_\_\_\_\_ Teacher's signature: \_\_\_\_\_

**QUESTION 3:** What is your lunch period? (Circle one)      3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>

**QUESTION 4:** What is your school district gmail address?

(Please write clearly, you will receive a notification email from Ms Zeng to start the tutoring session (yzeng@philasd.org))

**Requirements to participate in this program:**

(You will be required to sign a contract agreeing to these terms in order to participate.)

- You must be on-time, prepared, and ready to work with your tutor when you have a scheduled appointment.
- You are responsible for bringing a textbook, your notebook, homework, and all necessary materials to every appointment.
- You must bring your planner to your appointment. Your tutor will require you to use it and will be checking to ensure that you are recording your assignments and important dates.
- You and your peer tutor are permitted to move an appointment if necessary to another date/time. However, if you have to cancel/change an appointment, you must notify your tutor and Ms Zeng **ONE DAY IN ADVANCE** (your tutor has to do the same for you.) If you "no show" for an appointment, you will get a warning and a call home. If you continue to have second "no-show", you will be dropped off the program.
- You and your tutor must all have each other's e-mail addresses. In the event that you are absent or unable to speak to your peer tutor in person, you are expected to email **PRIOR TO YOU APPOINTMENT** about your absence.

RETURN TO MS. ZENG IN ROOM 320 ASAP!